

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

COURSE NUMBER: OTEC 106

COURSE TITLE: FORMATTING

SEMESTER CREDIT HOURS: 3

DEPARTMENT: Business Administrative Technology

DIVISION: Career Technical Education

PREREQUISITE: OTEC 102 College Keyboarding or one or more units of keyboarding in high school

COURSE DESCRIPTION:

This course is designed to review business document formats, to build speed and accuracy, and to use decision-making skills to evaluate document formats and mailability. Applying written communication skills and demonstrating quality and efficiency in production are emphasized

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Increase and improve keyboarding speed and accuracy.

- Increase both speed and accuracy throughout the semester on five minute timed writings.

2. Format report documents.

- Create reports with and without footnotes.
- Create formal report, title page, appendix, reference, table of contents, and bibliography.
- Create minutes of a meeting.
- Create procedures manual.
- Create a magazine article.
- Create an itinerary.
- Create a resume.
- Create an agenda.

3. Format correspondence documents.

- Create emails.
- Create block style letters.
- Create modified block style letters.
- Create two page letters.
- Create multiple address letters.
- Create personal business letters.
- Create letters with tables.
- Create memos.
- Create two page memos.
- Create memos with report headings.
- Create memos with tables.

4. Format tables documents.

- Create open tables.
- Create boxed tables.
- Create tables with shading and borders.
- Create sideways table.
- Create tables with formula calculations.
- Create multi-page tables.

5. Format and use design business forms.

- Create correspondence templates.
- Create letterhead form.
- Create cover page.
- Create flyer.
- Create announcement.
- Create newsletter.
- Create notepads.

6. Demonstrate ability to quickly format documents.

- Produce a mailable document in a production setting within an approximate time limit.

7. Demonstrate knowledge of formatting rules.

- Demonstrate knowledge of rules for punctuation, grammar usage, proper spelling, capitalization, number expression, and abbreviations in documents that they produce.
- Develop proofreading skills.

8. Perform workplace competencies.

- MATHEMATICS
- Construct and interpret tables, charts, maps, and/or graphs.
- Resource Management
- Locate information and select the materials, tools, equipment, or other resources to perform the activities needed to accomplish a specific task.
- Time Management
- Identify influences on use of time.
- Set priorities or the order in which several tasks will be accomplished.
- Develop strategies to overcome procrastination and meet deadlines.
- Estimate the time required to perform activities needed to accomplish a specific task.